



Vacancy Announcement

Personnel Management Specialist, GS-201-12

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Announcement Number: NW0201

Date Opens: December 18, 2003

Date Closes: January 9, 2004

Location: Washington Navy Yard

**Area of Consideration: DoD/DON/Federal Agencies
Commuting Area/
Reinstatement Eligibles**

About Us: NDW is the regional provider of base operating support to sixteen Naval installations in the National Capital Region. Services provided include public works, human resources, information technology, supply, air operations, ceremonial support, public safety and environmental and safety. The sixteen installations are Washington Navy Yard, Naval Observatory, Anacostia Annex, Arlington Service Center, Nebraska Avenue Complex, Potomac Annex, National Maritime Intelligence Center, Solomons Island, National Naval Medical Center, NAVSUPFAC Thurmont, NAS Patuxent River, NSA Indianhead, NSA Dahlgren, NSA Carderock, NSA Annapolis and Naval Research Laboratory.

About the Job: The incumbent serves as "specialist" or "troubleshooter" and consultant to management on personnel staffing and classification issues with independent responsibility for resolving controversial, complex and very difficult types of problem cases. Provides authoritative technical assistance and recommends solutions with alternatives to such problems. Coordinates and/or prepares responses to external program review findings and recommendations regarding sensitive issues and may also conduct internal reviews. Reconciles conflicting technical viewpoints. Explores alternative courses of action to accommodate management needs and consideration. Works with key management officials in a manner that inspires respect and confidence in the final decision. The incumbent is responsible for accuracy of position descriptions and the completeness of forms and/or other documentation required by the HRSC-NW to effect requested actions. The incumbent also reconciles any conflicting technical issues with the HRSC functional specialist.

Knowledge, Skills and Abilities: In order to receive maximum consideration, it is recommended you address the following KSAs within your resume:

1. Knowledge of and skill in applying a wide range of human resources, theories, concepts, practices, laws, policies, rules, regulations, precedents and procedures to perform a variety of difficult and complex assignments.
2. Ability to establish and maintain effective relationships with and gain the confidence and cooperation of Program Managers and supervisors on difficult issues.
3. Skill in applying complex fact-finding, analytical and problem solving methods and techniques.
4. Skill in written and oral communication sufficient to prepare and present findings and recommend and/or carry out specific action(s) regarding difficult issues, and/or develop and provide program training and/or prepare instructions.

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